

**Town Of Needham Board of Selectman
Minutes for November 25, 2008
Needham Town Hall**

6:45 p.m. Informal Session:

7:00 p.m. Call To Order:

A meeting of the Board of Selectmen was convened by Vice-Chairman Daniel P. Matthews at 7:00 p.m. Those present were: John Bulian, Daniel P. Matthews, Gerald Wasserman, Denise Garlick, Town Manager Kate Fitzpatrick and Recording Secretary Greg Cooper. Board member James Healy was not present.

7:00 p.m. Needham Cares Presentation:

Colleen Schaller and other members of Needham Cares appeared before the Board to show their appreciation for the Town's support of the Needham Cares mission. She stated that Needham Cares was established a little over three years ago to assist victims of Hurricane Katrina. Thus far ten groups of Needham residents have traveled down to Hancock County to assist in the rebuilding effort. Ms. Schaller recognized Ms. Garlick and Ms. Fitzpatrick for their participation in one of the trips. Ms. Schaller presented each Board member with a Needham Cares pin to thank them and the Town for supporting the group. She invited Board members to an upcoming volunteer appreciation event on December 15th at the Historical Society from 7-9pm. Mr. Matthews stated that many relief efforts are often times short lived efforts and he is proud of the sustained effort of Needham Cares to help the victims of Hurricane Katrina. Ms. Garlick stated that participating was one of the best experiences she has had working to help others.

7:05 p.m. Public Hearings - NSTAR:

Maureen Carroll, NSTAR representative, appeared before the Board to request the Board's approval on four petitions.

1. Public Hearing - NSTAR petition for Country Way:
This petition is requesting to lay conduit to provide underground electrical service. Mr. Matthews asked Ms. Fitzpatrick if everything was in order. She stated that it was.

Motion by Mr. Bulian that the Board of Selectmen vote to approve and sign petition from NSTAR to install approximately 36 feet of conduit at Pole 344/17 Country Way, Needham. The work is necessary to provide new underground electric service @ #185 Country Way, Needham.

Second: Mr. Wasserman. Unanimously approved 4-0.

2. Public Hearing - NSTAR Petition for Taylor Street: This petition is to install conduit to provide underground electric service to #38 Taylor Street. Mr. Matthews asked Ms. Fitzpatrick if everything was in order. She stated that it was.

Motion by Mr. Bulian that the Board of Selectmen approve and sign petition from NSTAR to install approximately 4 feet of conduit @ pole 21/10 Taylor Street, Needham. This work is necessary to provide new underground electric service @ #38 Taylor Street, Needham.

Second: Mr. Wasserman. Unanimously approved 4-0.

3. Public Hearing - NSTAR Petition for Great Plain Avenue: This petition is to install conduit on Great Plain Avenue to provide underground electric service. Mr. Matthews asked Ms. Fitzpatrick if everything was in order. She stated that it was. Ms. Garlick recused herself from the vote because she lives near the location seeking the petition.

Motion by Mr. Wasserman that the Board of Selectmen approve and sign petition from NSTAR to install approximately 5 feet of conduit @ Pole 11/14 Great Plain Avenue, Needham. This work is necessary to provide new underground electric service @ #1336 Great Plain Avenue, Needham.

Second: Mr. Bulian. Approved 3-0-1. Ms. Garlick abstained from the vote.

4. Public Hearing - NSTAR Petition for Berkshire Road: This petition is to install conduit on Berkshire Road to provide underground electric service. Mr. Matthews asked Ms. Fitzpatrick if everything was in order. She stated that it was.

Motion by Mr. Wasserman that the Board of Selectmen approve and sign petition from NSTAR to install approximately 37 feet of conduit @ Pole 251/5 Berkshire Road, Needham. This work is necessary to

provide new underground electric service @ #35
Berkshire Road, Needham.

Second: Mr. Bulian. Unanimously approved 4-0.

7:10 p.m. Appointments and Consent Agenda:

Motion by Mr. Bulian that the Board of Selectmen
vote to approve the Appointments and Consent
Agenda as presented.

APPOINTMENTS

1. Contributory Retirement Board Kate Fitzpatrick
(11/6/11)

CONSENT AGENDA *=Backup attached

1. Accept donation in the amount of \$2,000 to the
Needham Health Department's Gift of Warmth Fund
by the Congregational Church of Needham.
- 2.* Accept donation of new playground structures and
installation at Claxton Field to the Park and
Recreation Department from the Needham Exchange
Club. The estimated value of the supplies is
\$5,000 and the estimate for labor ranges from
\$10,000 to \$15,000.
3. Accept \$20 donation to the Police Department for
child safety seat installation from Sandy
Cincotta.
4. Accept \$500 donation for a plaque for the Haddock
McLeod Police Memorial from the Needham Police
Union to the Revitalization Trust Fund.
5. Accept the following donations made to the
Needham Public Library during the period October
8, 2008 to November 13, 2008:

The Needham Friends of Woods & Waters gave the
library two copies of its publication, *The
Ferns & Fins Guide to Sidewalk Journeys in
Needham: Directions, Maps, and Walking Guides
to Sixteen Pleasant Walks* (\$?)

Adele Ahlberg Calhoun gave the library a copy
of her book, *Spiritual Disciplines Handbook:
Practices That Transform Us* (\$18.00)

Tom Harkins donated a copy of *Spahn, Sain and
Teddy Ballgame: Boston's(Almost) Perfect
Baseball Summer of 1948*. Tom wrote the chapter
on "Jim Prendergast" (\$19.95)

Rachel McCarthy donated 7 paperback books in
the *Rainbow Magic Fun Day Fairies* series

(\$34.65) and one paperback book in the *Rainbow Magic Weather Fairies* series (\$4.99)

Joyce Fingerioth and Robert Finberg made a donation to the library in memory of Dr. Thomas H. Weller (\$50.00)

H. James Brown, Jr. donated an American flag for the library's flag pole (\$39.99)

Needham author Jerry Pallotta gave the library two copies of his new book, *Who Will Haunt My House on Halloween?* (\$18.00)

Lois Swack donated a copy of *World Changing: A User's Guide for the 21st Century* (\$37.50)

Needham author and former Needham Library Children's Librarian Laurie Perkins gave the library an autographed copy of her latest book, *Cliff Hanger: A Running Scared Suspense* (\$15.00)

Paul Mador donated copies of the Boston Globe jigsaw puzzles:

- o *Back on Top: 2008 NBA Champions* (\$15.00)
- o *City of Champions* (\$15.00)

Ann MacFate donated \$100.00 in honor of A.

Irene MacFate for the purchase of large print books

6. Accept \$47 to the Park & Recreation Commission's Miscellaneous Parks Trust Fund Account for the period September 23, 2008 to September 30, 2008.
7. Accept \$800 to the Council on Aging's General Donation Account for the period November 2007 through June 2008.
- 8.* Approve application for Deferral of Water & Sewer User Fees from Luz Helena O'Berg.
9. * Approve minutes of October 28, 2008.
10. * Water & Sewer Abatement, Order #1078
11. * Special Sewer Assessment, Order #585
12. * Sign the Application for Recertification so that the Town of Needham will be recertified, as achieving standards set forth by The National Arbor Day Foundation, as a Tree City USA for 2008. (complete application on file in Selectmen Office)

Second: Mr. Wasserman. Unanimously approved 4-0.

7:10 p.m. FY2008 Financial Audit:

Scott McIntyre, Melanson Heath & Company, and David Davison, Assistant Town Manager/ Finance Director,

appeared before the Board to provide a summary of the recently completed audit of the Town's general purpose financial statements for FY2008. Mr. McIntyre stated that the audit went well and that the Town's books and records were in good order. He stated that the Town's financials are being kept in accordance with generally accepted accounting principles. Mr. McIntyre reviewed several of the financial statements with the Board and the Management Letter. The Management Letter contains recommendations from the accountant on how the Town can improve its financial record keeping and operations. Mr. Matthews recognized members of the Finance Committee in the audience and asked if they had any questions for Mr. McIntyre. There was a question about the cash being held in bank accounts and whether this could be placed in other mechanisms. Mr. McIntyre stated that this information is included in the audit. Mr. Matthews stated that the quality of the audit reflects on the good work of the Town Manager and the Town's management team.

7:40 p.m. Town Manager Report:

Ms. Fitzpatrick appeared before the Board with six items for the Board's consideration.

1. Abatement of Ambulance Charges:

Ms. Fitzpatrick sought the Board's approval for writing off departmental receivables considered to be uncollectible. Mr. Davison stated that the even though the receivables are being written off the Town may still pursue collection. Mr. Wasserman asked about some of the extended timeframes between service delivery and billing. Mr. Davison stated that because there are no redundancies in the Departments delays in billings can occur. Mr. Davison also stated that these receivables were pursued by a collection agency and are now deemed uncollectible.

Motion by Mr. Wasserman that the Board of Selectmen vote to approve the recommendation to abate outstanding ambulance charges billed during the period of January 1, 1996 and December 31, 2006 totaling \$443,892.78 in accordance with the attached schedule in the amounts for the identified reasons.

Second: Mr. Bulian. Unanimously approved 4-0.

2. Lease of School Buildings:

Ms. Fitzpatrick stated that the Board must approve leases for certain buildings in the Town including school buildings. The Superintendent and the School Committee are requesting the Board approve leases for Eliot, Mitchell, Newman and Broadmeadow with Needham Extended Day, Inc.

Motion by Mr. Wasserman that the Board of Selectmen vote to approve and sign the Lease of Space at the Eliot Elementary School, Mitchell Elementary School, Newman Elementary School and Broadmeadow Elementary School between the Town of Needham and Needham Extended Day, Inc. for a period July 1, 2008 through June 30, 2011.

Second: Mr. Bulian. Unanimously approved 4-0.

3. Fiscal Year 2010 Budget Consultation:

Ms. Fitzpatrick presented the revised budget priorities for FY2010. The Board reviewed and commented on the priorities at its November 3, 2008 meeting.

Motion by Mr. Bulian that the Board of Selectmen vote to endorse the FY2010 Core Budget Priorities dated November 25, 2008.

Second: Mr. Wasserman. Unanimously approved 4-0.

4. Approval of Community Preservation Requests:

Ms. Fitzpatrick requested the Board endorse the five project applications to be filed for Community Preservation funding. She stated that preliminary applications are due December 1, 2008. Ms. Fitzpatrick reviewed the five projects with the Board. The Board discussed the Affordable Housing Consulting Assistance project and whether it would be better to fund this work out of CPA administrative funds rather than project funds. The consultant will assist the Town on an as a needed basis in assessing affordable housing projects. The Board discussed the need for the consulting services to advance affordable housing projects not impede them.

Motion by Mr. Bulian that the Board of Selectmen vote to endorse applications to be filed for Community Preservation funding for: Town Hall Historical Preservation, Design Funds for All-

**Person's Trail Around the Needham Reservoir,
Affordable Housing Consulting Assistance,
Additional Easement Research to Complement the
Master Plan for Trails, and Trail Preservation
Coordinator.**

Second: Ms. Garlick. Unanimously approved 4-0.

5. Preliminary FY2010-2014 Capital Improvement Plan:
Ms. Fitzpatrick presented a preliminary list of capital improvement projects for FY2010-FY2014. She stated that \$1.4 million in cash capital is being proposed for Capital Improvement Plan projects for FY2010. Ms. Fitzpatrick reviewed several of the projects with the Board.
6. Capital Facility Update:
Ms. Fitzpatrick provided the Board with a brief update on several current capital projects within town. She stated that the Public Services Administration Building has received all the necessary permits and a construction bid will be issued the second week of December.

Ms. Fitzpatrick stated that Town Hall staff met with the architects to begin to layout the final design including departmental locations. She will be meeting with the Community Preservation Committee on December 10th to discuss a timeline for the project.

Mr. Wasserman asked if the Board could have a presentation at a future meeting on the Newman School study. Ms. Fitzpatrick stated that a presentation on this would be better in about a month when more information will be available.

8:30 p.m. Board Discussion:

1. League of Women Voters:
Mr. Matthews stated that the League of Women Voters is interested in studying future uses of the Stephen Palmer Building. He stated that James Healy suggested that Ms. Garlick be the Board's liaison to the group.
2. Town Meeting Study Committee:
Mr. Matthews stated that the Board has discussed

the work of the Committee in the past and suggested that the Board recommend the Committee focus some attention on whether to change the start time of Town Meeting to 7:00 p.m. Mr. Matthews also requested that Board members think about other topics for the Committee to focus on.

3. Senior Tax Relief:

Mr. Matthews stated that Mr. Wasserman has provided Board members with a preliminary report on options for Senior Tax Relief. He offered to discuss with Mr. Healy putting the topic on a future Board meeting for discussion.

8:40 p.m. Executive Session:

Motion by Mr. Wasserman that the Board of Selectmen vote to enter into Executive Session to:

Exception 3 - To discuss strategy with respect to collective bargaining or litigation, or to conduct strategy sessions in preparation for negotiations with non-union personnel.

Not to return to open session prior to adjournment.

Second: Mr. Bulian. Mr. Matthews polled the Board members. Unanimously approved 4-0.

(The Board adjourned the meeting at 9:05 p.m.)